

# Job Opportunity Bulletin

Post Date: FEBRUARY 14, 2017

## RESEARCH PROGRAM SPECIALIST I

Salary Range: \$5,053 - \$6,325  
Permanent, Full-Time

**FINAL FILING DATE: UNTIL FILLED**

### RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on November 8, 2016, it is not necessary to submit a new application.

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:  
Position #: **473-430-5742-103**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be  
screened and only the most  
qualified will be interviewed.

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784  
Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)

The Community Development and Housing Section (CDHS) is responsible for detailing and tracking all funds that becomes part of the Governor's budget designated to the Community Placement Program. The Research Program Specialist I is directly responsible for maintaining and updating CDHS' comprehensive and complex data management tool, as well as, generating reports and information requested by the Legislature.

For complete duties, please see the duty statement on the following page.

### DESIRABLE QUALIFICATIONS:

- ❖ The California Developmental Disabilities Service system and Regional Center service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-430-5742-103** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION  
OFFICE OF COMMUNITY OPERATIONS  
COMMUNITY DEVELOPMENT AND HOUSING SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Research Program Specialist I

**POSITION #:** 473-430-5742-103

**POSITION DESCRIPTION:** The incumbent functions as a specialist beyond the journey person level, performing the most difficult analytical and administrative assignments related to the Department's Community Placement Plan (CPP), housing projects, and other services and supports designed for individuals who have a developmental disability. The Research Program Specialist I (RPS I) is responsible for a wide range of research and analytical duties regarding complex statistical data, including statistical investigation, for use in the resolution of multiple program-related issues. The RPS I gathers, develops, implements, and monitors systems and procedures to assemble and structure necessary data. The RPS I analyzes data from a variety of sources to evaluate related cost and program effectiveness and to make recommendations for statewide system improvement and may provide specific coverage to Department initiatives such as CPP and affordable housing. The RPS I is expected to keep the Community Development and Housing Section (CDHS) management informed about significant issues and changes in policies and procedures.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** The incumbent reports to and is under general direction of the Staff Services Manager II in CDHS.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 45% Performs a wide range of analytical functions, including varied and the most technically difficult analytical assignments related to CPP, affordable housing, and other initiatives. Designs data collection systems; assists with development, documentation, support and maintenance of various automated data reporting systems related to Department initiatives including CPP and affordable housing; provides system surveillance and review to identify, evaluate, and follow up on data discrepancies; gathers and integrates data from a variety of automated and manual sources to report statistical data and comparisons; and develops appropriate priorities for promoting program objectives. Ensures accountability consistent with Department-issued CPP guidelines and helps monitor achievement of project milestones.
- 25% Performs program, data, fiscal, and legislative research and analyses, as required, to provide information to policy makers on multiple program and initiative objectives, Legislative reports, and controlled correspondence. Maintains data, provides reports to Department management, and makes recommendations on current and potential CPP, housing, and other initiatives.

**Marginal Job Functions:**

- 15% Consults/coordinates with Department management and staff, and prepares documents on research subjects and process, technical issues, and program implementation. Prepares materials of briefings and presentations, including creation of charts, tables and PowerPoint program slides related to Department programs and initiatives. Responds to technical inquiries regarding work product.
- 10% Develops and provides technical assistance and training to Department staff, regional centers, and other agencies through meetings, site visits, coordinating or participating in panel presentations, and tele- and videoconference consultation. Responds to telephone and written requests for information or assistance concerning CPP and housing projects. May act as a project liaison with the regional centers and other agencies associated with CPP, including other state and non-profit agencies.
- 5% Independently manages and conducts special analytical/research projects to produce comprehensive reports on CPP, affordable housing, and other initiatives utilizing various resources.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer, review of documents, making telephone calls, and other job-related tasks for periods of up to four hours. May require working under stressful conditions and irregular hours during peak workload periods. May require occasional overnight travel (up to 10 percent) to locations throughout the State.

**DESIRABLE QUALIFICATIONS:**

Excellent analytical, critical thinking, and writing skills, as well as, experience with data applications and management, and collaboration with stakeholder individuals and organizations. Advanced computer skills especially in Excel program techniques (e.g., macro programming, formula/validation statements, charts/graphs, etc.) and various databases, including Access program; the principles of public administration, and budgetary preparation and control; an understanding of the processes of community and group interaction in developmental disabilities planning procedures; current trends in developmental disabilities, public health, assistive devices and adaptive equipment and public welfare; governmental accounting procedures; formal and informal aspects of the legislative process; and the administration and Department's goals and policies.

Speak and write effectively; present information and results of research using a variety of software applications; reason logically and creatively to explain data; develop statistical methodologies and assumptions; establish and maintain project priorities; work professionally with other public and private entities, including state agencies, regional centers, developmental center administrators, other state agencies, peers, and the public; participate in multidisciplinary teams, including members of the Department's Information Technology Division.

**CERTIFICATION OR LICENSE:** None.